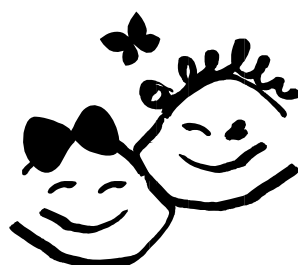




ST. DAMIEN'S



PARENT HANDBOOK

**PHONE: Alisha: 0488 616 125
Sue: 0410 539 189**

Centrelink Family and Parents Line: 136 150

**ST. DAMIEN'S CATHOLIC PRIMARY SCHOOL
1 NYABING PASS
DAWESVILLE WA 6211**

***Email:* funaramastdamiens@yahoo.com**

***Website:* www.worldofkids.com.au**

FUN-A-RAMA ST. DAMIEN'S



The staff at World of Kids FUN-A-RAMA welcomes you and your family. The centre is designed to create an environment of trust, where your children can grow emotionally, intellectually, socially and physically.

The staff are responsible for creating an atmosphere and environment which is responsive to the physical, emotional, intellectual, social and special needs of each individual child and to the group as a whole and which reflects the philosophy and goals of the service. The program is child centred, and takes a 'hands on' approach, with staff acting as facilitators who create an environment and experiences which are stimulating, safe, nurturing and fun. The program will include indoor and outdoor learning experiences, quiet and active times, individual, small group and large group times, time for individual staff/child interaction, group interests, children's special interests, and be flexible enough to allow for spontaneity and the unexpected.

The program is developed as a result of observations made by the staff during the time the children are at the Centre. Children are encouraged in a positive and supportive manner to explore their environment and try new experiences.

You will find your child's program displayed on the pin up board. We invite you to have input into program development especially in relation to multicultural issues, music and storytelling. Any suggestions you have can be discussed with your child's educator.

The centre is designed to create an environment of trust, where your children can grow emotionally, intellectually, socially and physically.

Our goals are for the children to experience a range of opportunities for creative expression as well as experiencing a programme that responds to the children's needs and interests.

The centre is licensed for 24 children before/after school and 24 children during vacation care.

<i>Before School</i>	<i>24 children (1-13 RATIO on site)</i>
<i>After School</i>	<i>24 children (1-13 RATIO on site)</i>
<i>Vacation Care</i>	<i>24 children (1-13 RATIO on excursions)</i>

(When a child under 5 years old attends the centre our ratio changes to 1-10)

- ◆ *Before School from 7.00am to 8.30am Monday to Friday*
- ◆ *After School from 2.40pm to 6.00pm Monday to Friday*
- ◆ *Vacation Care from 7.30am to 6.00pm Monday to Friday*

The centre is staffed by appropriately skilled and experienced childcare educators who act as a team to provide care for the children.

Our service creates opportunities for children to interact with peers and form new friendships. Whilst at FUN-A-RAMA children will be supported in all aspects of play. We will encourage children to belong and be comfortable in an effort to help them become confident social children. Our staff are experienced in encouraging children to feel at home and make new friends, and ensure that children of all ages treat each other with care, respect and feel a sense of belonging.

If you are concerned about your child in any way please telephone the service on the following numbers, Alisha and Sue will assist with any queries or concerns and follow up with staff at the service.

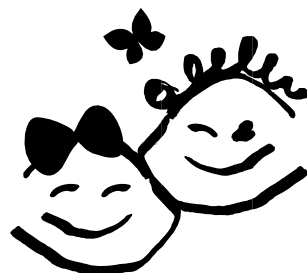
Alisha 0488 616 125 or Sue 0410 539 189

Email: funaramastdamiens@yahoo.com

Our service is registered for CCB and CCR and we follow the guidelines of the Education and Care Regulatory Unit.

Once again, welcome we hope your experience and time with us will be both happy and beneficial, and if you ever need to speak with myself I will always be available.

Susan Scarle
DIRECTOR/OWNER



ENROLMENT

Parents are required to complete the enrolment form prior to commencing care at World of Kids FUN-A-RAMA. We also ask that parents amend any details when necessary and reminders will go out annually.

ARRIVALS AND DEPARTURES

We ask that children are brought to and collected from the centre at the booked times. When changes occur, please contact Alisha 0488 616 125 or Sue 0410 539 189 then email changes to funaramastdamiens@yahoo.com to confirm booking before arrival. This will enable us to make sure staffing is within the correct ratio and Supervisors are aware of what is required on the day.

A late fee of \$20 is payable for the first 10 minutes or part thereof, plus \$1.00 per minutes after that until the child is collected pick-up time (6.00pm). This is to cover overtime wages of staff.

Each child must be signed in and out of the centre each day. A written consent form must be filled in if you wish your child to be picked up by someone else.

Each child must be handed to a staff member when being dropped off and a staff member must be advised when a child is being picked up.

CURRENT FEES

Our fees are reviewed on an annual basis. Our current fee schedules are:

<i>Before School Fee</i>	<i>\$22.00 per day (when required due to demand)</i>
<i>After School Fee</i>	<i>\$32.00 per day</i>
<i>Vacation Care</i>	<i>\$70.00 per day (7.30am – 6.00pm)</i>

(Excursion/Incursions Costs will be included into the Vacation Care Fees)

PAYMENT OF FEES

Fees are to be paid via EZIDEBIT a form is attached to the enrolment.

One week's notice is required when withdrawing children from the centre.

If your child is absent without notification and your fees are outstanding, the centre reserves the right to allocate your child's placement to another child. When fees are paid to date, the enrolment will stand until that paid period ends.

Sick days and Public Holidays are fully charged for.

FOOD AND NUTRITION

Snacks form a significant part of the Centre routine.

Please make sure that any food allergies, strong dislikes and/or special dietary requirements your child might have are recorded on the enrolment form and discussed with the Coordinator/Supervisor.

The Centre supplies healthy afternoon tea each day which is prepared in the school canteen during the school term, and requires parents to provide a packed lunch for their child including morning & afternoon tea during (Vacation Care). The menu will be changed regularly, be nutritionally balanced and reflect a wide variety of cultures. Consideration will also be given to cost effectiveness. Children are often involved in preparing and cooking snacks as part of the planned activity program. Children are taught how to store, prepare and serve food hygienically. Ideas and recipes are welcome.

Snack times are treated as social occasions. The staff sit with the children during snack times to interact with them, provide help where needed and set a good example for the children.

PARENT INVOLVEMENT AND COMMUNICATION

Parents are our biggest support, we understand that your child/ren attends FUN-A-RAMA as you have work or other commitments and your time is precious. We would welcome your encouragement and assistance, in whatever way fits into your busy life's please email funaramastdamiens@yahoo.com or chat to one of our staff.

HEALTH AND SAFETY

The application of universal hygiene procedures will be followed at the Centre at all times to control the spread of infection within the Centre. Staff role model a high level of personal hygiene at all times, and place emphasis on the children learning and understanding why hygiene is important. Hand washing is central to this system and children will be asked to wash their hands before all clean tasks (eg. snack time) and after all dirty tasks (eg. after using the toilet).

We encourage parents to immunise their children against all diseases appropriate to the child's age. Children who are not immunised will be excluded from care during outbreaks of some infectious diseases in accordance with the National Health & Medical Research Council Exclusion Guidelines, even if the child is well. This is to limit the spread of infection and to protect all children.

A written consent is to be obtained prior to any medications being given to your child and prior to any medical attention required for your child.

For the protection of well children and for the staff, sick children are asked to be excluded from care until the infectious period is over.

In the case of child becoming ill or injured at the Centre, all efforts will be made to contact the parent. If this is not possible, the child will be taken to Peel Health Campus.

All medication is to be handed to a Staff Member and a form completed.

All staff members have been advised that unless there is an “Authority to Administer Medication” form completed by the parents, medication will not be given to any child.

In the interest of Occupational Safety and Health, and the wellbeing of the children, the Centre is a smoke-free zone. This includes all indoor and outdoor play areas and anywhere that is within sight of the children. We request that parents adhere to this. Staff are vigilant to identify and remove any hazards that may create a risk to children or themselves. All equipment, toys and play areas are checked regularly to ensure they are clean and safe for children’s use.

OUTINGS

Excursions are considered to be an integral part of the children’s program and will therefore arranged, to provide a broad range of learning experiences for the children. Permission for walks to the local park etc is granted or denied on the enrolment form. For all other excursions, written permission/txt message/email or phone authorisation will be sought from parents and details of the outing provided in writing. A risk assessment will be completed for each excursion/destinations to comply with the Education and Care Services Regulations 2012.

You are requested not to send your child on an excursion if they display any signs of being unwell. This is in the interests of everyone concerned.

CURRICULUM AT FUN-A-RAMA

We have embedded The My Time our Place Framework into our curriculum, this ensures all children are given the opportunity to Belong, Be and Become part of FUN-A-RAMA. We appreciate that children are attending school and FUN-A-RAMA is their down time. We promote social interactions, active play, exercise, quiet time, screen time and other relaxation activities that are of interest to the children. We encourage children and parent involvement and document children’s learning.

PRIORITY OF ACCESS TO THE SERVICE

The Commonwealth Government has set specific priorities of access to childcare services.

The Commonwealth Government requires the Centre to provide access to the service according to the following priorities. This means that when the Centre is full, those families who are third priority may be asked to alter their care arrangements to allow a family with higher priority to access the service.

First priority: *Children at risk of serious abuse or neglect.*

Second priority: *Children whose parents satisfy the work/training/study test under section 14 of the Family Assistance Act*

Third priority: *Any other child*

PARENT CONCERNS

Parents are encouraged to approach the Nominated Supervisor or Certified Supervisor whenever they have a concern about any matters regarding the Centre or their child.

If you are not completely satisfied with the way your concern has been handled please contact Sue 0410 539 189 Owner.

Education and Care Regulatory Unit
First Floor
111 Wellington Street
East Perth WA 6004

Telephone: (08) 6551 8333



ACN 096 902 813 | AFSL 315388

DDR SERVICE AGREEMENT (Ver 1.8)

DDR Service Agreement (Ver 1.8)

I/We hereby authorise Ezidebit Pty Ltd ACN 096 902 813 (Direct Debit User ID number 165969, 303909, 301203, 234040, 234072, 428198) (herein referred to as "Ezidebit") to make periodic debits on behalf of the "Business" as indicated on the attached Direct Debit Request (herein referred to as "the Business").

I/We acknowledge that Ezidebit is acting as a Direct Debit Agent for the Business and that Ezidebit does not provide any goods or services (other than the direct debit collection services to me/us for the Business pursuant to the Direct Debit Request and this DDR Service Agreement) and has no express or implied liability in regards to the goods and services provided by the Business or the terms and conditions of any agreement that I/We have with the Business.

I/We acknowledge that the debit amount will be debited from my/our account according to the terms and conditions of my/our agreement with the Business and the terms and conditions of the Direct Debit Request (and specifically the Debit Arrangement and the Fees/Charges detailed in the Direct Debit Request) and this DDR Service Agreement.

I/We acknowledge that bank account and/or credit card details have been verified against a recent bank statement to ensure accuracy of the details provided and I/we will contact my/our financial institution if I/we are uncertain of the accuracy of these details.

I/We acknowledge that it is my/our responsibility to ensure that there are sufficient cleared funds in the nominated account by the due date to enable the direct debit to be honoured on the debit date. Direct debits normally occur overnight, however transactions can take up to three (3) business days depending on the financial institution. Accordingly, I/we acknowledge and agree that sufficient funds will remain in the nominated account until the direct debit amount has been debited from the account and that if there are insufficient funds available, I/we agree that Ezidebit will not be held responsible for any fees and charges that may be charged by either my/our or its financial institution.

I/We acknowledge that there may be a delay in processing the debit if:-

- (1) there is a public or bank holiday on the day of the debit, or any day after the debit date;
 - (2) a payment request is received by Ezidebit on a day that is not a banking business day in Queensland;
 - (3) a payment request is received after normal Ezidebit cut off times, being 3:00pm Queensland time, Monday to Friday.
- Any payments that fall due on any of the above will be processed on the next business day.

I/We authorise Ezidebit to vary the amount of the payments from time to time as may be agreed by me/us and the Business as provided for within my/our agreement with the Business. I/We authorise Ezidebit to vary the amount of the payments upon receiving instructions from the Business of the agreed variations. I/We do not require Ezidebit to notify me/us of such variations to the debit amount.

I/We acknowledge that Ezidebit is to provide at least 14 days' notice if it proposes to vary any of the terms and conditions of the Direct Debit Request or this DDR Service Agreement including varying any of the terms of the debit arrangements between us.

I/We acknowledge that I/we will contact the Business if I/we wish to alter or defer any of the debit arrangements.

I/We acknowledge that any request by me/us to stop or cancel the debit arrangements will be directed to the Business.

I/We acknowledge that any disputed debit payments will be directed to the Business and/or Ezidebit. If no resolution is forthcoming, I/we agree to contact my/our financial institution.

I/We acknowledge that if a debit is returned by my/our financial institution as unpaid, a failed payment fee of up to \$11.90 is payable by me/us to Ezidebit. I/We will also be responsible for any fees and charges applied by my/our financial institution for each unsuccessful debit attempt together with any collection fees, including but not limited to any solicitor fees and/or collection agent fee as may be incurred by Ezidebit.

I/We authorise Ezidebit to attempt to re-process any unsuccessful payments as advised by the Business.

I/We acknowledge that certain fees and charges (including setup, variation, SMS or processing fees) may apply to the Direct Debit Request and may be payable to Ezidebit and subject to my/our agreement with the Business agree to pay those fees and charges to Ezidebit.

Credit Card Payments

I/We acknowledge that "Ezidebit" will appear as the merchant for all payments from my/our credit card. I/We acknowledge and agree that Ezidebit will not be held liable for any disputed transactions resulting in the non supply of goods and/or services and that all disputes will be directed to the Business as Ezidebit is acting only as a Direct Debit Agent for the Business.

I/We acknowledge that Credit Card Fees are a minimum of the Transaction Fee or the Credit Card Fee, whichever is greater as detailed on the Direct Debit Request.

I/We appoint Ezidebit as my/our exclusive agent with regard to the control, management and protection of my/our personal information (relating to the Business and contained in this DDR Service Agreement). I/We irrevocably authorise Ezidebit to take all necessary action (which Ezidebit deems necessary) to protect and/or correct, if required, my/our personal information, including (but not limited to) correcting account numbers and providing such information to relevant third parties and otherwise disclosing or allowing access to my/our personal information to third parties in accordance with the Ezidebit Privacy Policy.

Other than as provided in this Agreement or the Ezidebit Privacy Policy, Ezidebit will keep your information about your nominated account at the financial institution private and confidential unless this information is required to investigate a claim made relating to an alleged incorrect or wrongful debit, to be referred to a debt collection agency for the purposes of debt collection or as otherwise required or permitted by law. Ezidebit's Privacy Policy can be found at <http://www.ezidebit.com/au/privacy-policy/>

I/We hereby irrevocably authorise, direct and instruct any third party who holds/stores my/our personal information (relating to the Business and contained in this DDR Service Agreement) to release and provide such information to Ezidebit on my/our written request.

I/We authorise:

- a) Ezidebit to verify and/or correct, if necessary, details of my/our account with my/our financial institution; and
- b) my/our financial institution to release information allowing Ezidebit to verify my/our account details.

Po Box 3327
Newstead, QLD 4006
Ph: (07) 3124 5500 Fax: (07) 3124 5555